

RULES

FOR

THE MANAGEMENT

OF THE

PAUPER LUNATIC ASYLUM,

FOR THE

West Riding of the County of York.

WAKEFIELD :

PRINTED BY JOHN STANFIELD, MARKET PLACE.

1847.

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RULES, REGULATIONS AND ORDERS,
FOR
THE MANAGEMENT
OF THE
PAUPER LUNATIC ASYLUM,
FOR THE
West-Riding of the County of York,
ERECTED IN
THE TOWNSHIP OF STANLEY-CUM-WRENTHORPE,
IN THE PARISH OF
WAKEFIELD.

APPROVED OF BY THE COMMITTEE OF VISITORS, 25TH MARCH, 1847.

Wakefield:
PRINTED BY JOHN STANFIELD, MARKET PLACE.
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RULES, REGULATIONS AND ORDERS.

COMMITTEE OF VISITORS.

1. The Committee of Visitors are annually appointed at the Christmas Quarter Sessions for the West Riding, held at Wakefield. Their number is hereafter limited to fifteen. Vacancies by death, or otherwise, may be filled up at any General or Quarter Sessions; and if in any year such appointment is omitted to be made, the Visitors previously appointed shall continue in office.
Appointment of
8 & 9 Vic., c. 126,
sec. 12.
2. The Committee of Visitors for the time being shall meet for the first time on the last Wednesday in January, and shall then (after appointing a Chairman and a Clerk to the Visitors) appoint twelve Members of the Committee of Visitors to be a House Committee, for the purposes after-mentioned, of whom three shall be a Quorum.
Appointment of
House Committee.
3. They shall appoint two of the Committee of Visitors to be Auditors for the year, who shall examine the accounts quarterly.
Auditors.

Quarterly Meetings.

4. The Committee of Visitors shall also meet at the Asylum on the last Wednesday in April, July and October, at the hour of twelve at noon, and shall at every such meeting take into consideration and determine on all contracts, rates of payment, and matters of expenditure, relative to the Institution.

Duties of Committee.

Section 45.

5. Three or more of the Committee of Visitors shall, once at least in every three months, inspect the Asylum, and see every lunatic therein, and perform the duties imposed on the Committee of Visitors by the Act 8 and 9 Vic., c. 126, s. 45; and shall, at each visit, insert in a book to be kept for that purpose, their opinion as to the then condition of the Asylum and of the patients therein, and also such other statements and suggestions as they may deem expedient.

Minutes to be kept.

6. Minutes of the proceedings of all Boards shall be kept and entered by the Clerk of the Visitors, and signed by the Chairman, and at every Quarterly Board the proceedings of the last Quarterly Board, and of any intervening Boards, shall be read.

Regulations and Orders.

7. Regulations and Orders for the management of the Asylum, shall be taken into consideration and determined on annually at the first meeting of the Committee of Visitors.

General Rules.

8. No General Rule shall be altered, nor any new Regulation made, unless at some Special Board to be assembled for the purpose, of which ten days' notice (stating the particular object of such Board) shall be given; and no alteration in the general rules shall take effect until it has received the approbation of one of Her Majesty's principal Secretaries of State.

9. At the first Meeting in January in each year, First Meeting. the Committee of Visitors shall make such appointments and perform such duties as may be necessary for carrying into effect the 40th and 42nd sections of the Act 8 and 9 Vic., c. 126; and whenever a vacancy shall thereafter occur in any of the offices of Treasurer, Chaplain, Resident Medical Officer, Visiting Physicians, Surgeons, House Surgeon and Apothecary, Superintendent Matron, or Clerk and Steward—the Clerk of the Visitors shall forthwith convene a meeting (conformably to sec. 15 of the 8 and 9 Vic., c. 126), for the purpose of making an appointment and filling up the vacancy.

10. Three Visitors must be present to constitute a Board, and any Board may be adjourned from time to time. Adjournments.
Sec. 14.

11. A Special General Board may be at any time convened by the Chairman or by two of the Visitors, or by the Clerk of such Visitors, provided that notice be given by the Clerk of such special board, and of the particular business to be transacted thereat, to each Visitor, ten days at least before the meeting; but no other business shall be transacted but that for which the meeting is specially called. Special Boards.
Sec. 15.

12. At the General Quarterly Boards, all contracts for the supply of articles of consumption shall be made, the accounts of the quarter audited and passed, the reports of the officers of the Institution read, and alterations or improvements in the buildings or premises, and such other matters of importance as affect the general management of the establishment shall be decided upon. Contracts.

13. The Resident Medical Officer and Matron, on behalf of the Visitors, shall be authorized, from time to time, to hire, suspend, or discharge all servants of the Institution, subject, in every case, to the future considera-

tion and determination of the next Meeting of Visitors, to which meeting such hiring, suspension, or dismissal shall be reported.

Inspection of Books. 14. Any Visitor may at all times, either in the board-room or in the office, inspect or copy any books or documents whatsoever belonging to the Asylum.

Annual Meeting. 15. An Annual Meeting shall be held by the Visitors, in the month of January in each year, at which an annual Report of the Visitors shall be made, and the annual accounts audited. To this report shall be added those of the Medical Officer and Chaplain, a general balance sheet and cash account from the Treasurer, accounts of every detail of the receipt and expenditure during the past year; also, tables of the number, condition, and treatment of the patients, diet tables, and such other statistical and medical tables and returns as may be useful in affording general information as to the state and management of the Asylum.

Reports.

HOUSE COMMITTEE.

16. Three at least of the House Committee shall visit the Asylum once in every month; and their duty shall be as follows, viz:—

17. To inspect the food, and see that all contracts are performed; also to see all the patients, and all the wards and premises appropriated to their use; and also to enquire and examine as to the convalescence and improvement of particular patients, and as to the treatment, health, and general condition of the whole establishment.

18. To examine and sign the medical and other Journals; and also, to examine all orders, certificates, notices and returns, relative to patients from time to time admitted into or discharged from the Asylum, or who shall have died therein.

19. To advance sums not exceeding £200 to the Steward for current expenses.

20. To examine the accounts and report thereon to the Auditors.

21. To make entries in a book to be kept for that purpose, of the result of their visits.

THE AUDITORS.

22. The Auditors appointed, (see Rule 3,) or one of them, shall examine and sign, at every Quarterly Board, all the books of accounts kept by the Treasurer and Clerk, and shall also examine and sign the Quarterly and Yearly abstracts of the receipts and expenditure.

RESIDENT MEDICAL OFFICER OR DIRECTOR.

23. He shall be a Member of the Royal College of Surgeons of London, Edinburgh or Dublin, and shall be

the principal resident Officer and Superintendent of the Asylum, and act as Treasurer.

24. He shall be provided with furnished apartments in the Asylum, for himself and his family, and shall be attended by the servants of the Institution, and be entitled to the use of every article of consumption (except wine and spirits) used in the establishment.

25. He shall give security, himself in £1000, and two sureties in £500 each, for duly accounting to the Visitors for all sums of money received and disbursed by him as Resident Medical Officer or Director and Treasurer, and for delivering up to the Visitors all books, papers, writings, articles, matters and things, which shall be in his custody or possession relating to his office.

26. He shall have full control over all the male servants, and regulate their duties when not provided for by the Rules, and have authority, on behalf of the Visitors, to suspend or dismiss them for misconduct or neglect of duty, entering the cause in his day-book, and reporting the same to the first meeting of the Visitors.

27. He shall be responsible for the management and condition of the establishment, the moral treatment of the patients, and all general arrangements within the Asylum; and shall have the medical and surgical charge of the patients, in conjunction with the Visiting Physicians and Surgeons, but shall attend to the direction of the latter as to the medical and surgical treatment of the patients.

28. He shall never absent himself for more than one night, without the previous written consent of two of the Committee of Visitors ; nor for any longer period than a week, without the permission of the Board of Visitors : and on such latter occasions he shall provide for the performance of his duty, subject to the approval of the Board.

29. He shall see every patient at least once in each day, and shall give up the whole of his time to the duties of his office, and shall not attend to or engage in any professional or other business or employment except that of the Asylum.

30. He shall, previously to every Annual Meeting in January, prepare an Annual Report, stating the number of patients received and discharged, of deaths, number under restraint, seclusion and employed, with the nature of the employment, the number remaining in the Establishment, with such other tables and matters as may be directed by the Visitors. This Report shall be laid before the Visitors at the above-mentioned meeting, and inserted in their annual Report. (*See Rule 15.*)

31. He shall be responsible for the condition of the patients, and shall confer from time to time with the Visiting Physicians, as to individual cases, the patients generally, their diet, and any other matters affecting the condition of the Asylum.

32. He shall examine every patient on admission, and make proper entries relative thereto ; and take care that such medicines as he may deem proper be duly administered.

33. He shall classify the patients of both sexes; and shall, in conjunction with the Visiting Physicians, regulate and determine at all times on the diet for sick and infirm patients; and also shall have the power, from time to time, of examining and reporting on the quality of all provisions furnished for the use of the patients.

34. He shall, at all times, and more especially when the Asylum is entirely or nearly full, promote the exchange of harmless chronic patients, for patients whose cases may be recent and supposed to be curable, or who shall be reported as dangerous.

35. He shall report to the Committee of Visitors, and also to the House Committee, at every visit, the name of every patient fit for discharge, and also the case of every inquest, death, and escape, that shall have occurred since the last preceding visit.

36. He shall keep a Journal, in which he shall make the following entries, viz :—1st.—The name of every attendant and servant whom he shall hire, suspend, or discharge, together with the date and cause of such suspension, or discharge; and 2nd.—The name of every patient fit for discharge, or who shall have escaped since the last visit of the Committee, and all such other facts, observations and suggestions as he shall deem important, relative to the condition or management of the Asylum, or the patients therein. And such entries shall be read, as part of the proceedings, at the next Meeting of the House Committee, and Committee of Visitors respectively.

37. He shall order all the drugs and surgical instruments used in the Institution.

38. He shall examine all patients as soon as possible after admission, together with the warrants of commitment, and shall send a copy of such warrant to the Solicitor of the Riding, of every patient chargeable to the Riding, or whose settlement is likely to be disputed ; and shall cause to be entered in the register such things as by the Act are required to be entered.

39. He shall make occasional visits at uncertain times to the different male wards, before the attendants rise in the morning, and at night after the patients are in bed ; reporting such occasional visits in his Journal.

40. He shall examine and file the evening reports of the ward attendants, and the morning reports of the night watch, and shall cause a quarterly abstract thereof to be made and laid before each Board.

41. He shall file all documents sent with the patients on their admission, conduct the correspondence, and supply the information necessary for the respective townships.

42. He shall regulate the duties of the Matron, House Surgeon, Clerk and Steward, and of Servants (so far as such duties are not provided for by the Rules), and shall prepare, from time to time, when requisite, a manual of the duties of the ward attendants and servants, for their guidance, to be submitted to, and approved by, the Quarterly Board ; which, together with the Rules and Regulations relating to such servants and ward attendants, shall be printed, and a copy of the same furnished to each.

43. He shall sign the certificates for discharge of patients, in conjunction with the Visiting Physician attending the same.

44. He may direct any necessary repairs, calling to his assistance the Riding Surveyor, when necessary.

45. He shall attend the Christmas Quarter Sessions, held at Wakefield ; and, also, the Spring Quarter Sessions, held at Pontefract, on the day fixed for the public business, when the annual Report is presented.

TREASURER.

46. All monies shall be paid to the Treasurer, and he shall keep the accounts, and make them up to the 31st of December annually, and state the balance, if any, then in his hands.

47. He shall keep the accounts with, and pay over all sums of money into the hands of, some banker, to be nominated by the Visitors at some general or quarterly Meeting.

48. He shall produce his cash account and Banker's book at every Quarterly Meeting of the Board, to be examined by the Auditors. He shall also make out and present to the Annual Meeting, a balance-sheet or general abstract of his cash account for the past year ; and his accounts must be audited and passed at every such Annual Meeting. (*See Rule 15*).

MATRON.

49. She shall reside at the Asylum, and be entitled to the same privileges as the Resident Medical Officer or Director, (*see Rule 24.*) She shall never be absent for a night, without the permission of the Director; nor for more than a night without the consent of two Visitors; nor for a longer period than a week, without the permission of the Board of Visitors. She shall be subject to the authority of the Director, to whom she must report immediately every instance of impropriety or irregularity in her department.

50. She shall visit every female ward, and see every female patient, at least once a-day, and shall attend to the sick male patients when necessary, and shall superintend the female servants and nurses, and shall particularly look to the general and moral management of the female patients. She shall also make occasional visits, at uncertain times, to the different female wards, and shall report all illness and casualties therein to the Resident Medical Officer, as soon as the same shall occur.

51. She shall keep a Journal, in which all casualties and particular occurrences, happening in her department, shall be entered.

52. She shall see all the female servants every Monday morning, to deliver to them the work required to be done in the ensuing week, and to receive the work completed, of which she shall keep an account in the linen room.

53. She shall superintend the bedding and clothing

of the patients, and shall use her best endeavours to induce the female patients to occupy themselves in needle and household work, and other fit employments.

54. She shall see that the cotton, cloth, and linen woven by the patients, is properly cut up and made, and given out according to the inventories in her check book, to the attendants in each ward.

55. She shall attend to the state of the female wards, the laundry, kitchen, and bakehouse, and be responsible for their general management.

56. She shall see that the Medical Officers' directions are duly attended to in the female part of the establishment, and shall attend to the comforts of the sick patients generally throughout the whole of the Institution.

Assistant
Matron. 57. She shall have an Assistant Matron, and the Matron and Assistant Matron shall never be absent from the Asylum at the same time.

58. She shall regulate the employment, amusement, and general comfort of the female patients.

59. She shall have the same power over female servants for misconduct, as the Director has over the male servants, reporting the case to the Director, and entering the same in her Journal.

VISITING PHYSICIANS.

60. There shall be two Visiting Physicians who shall visit alternately, year by year, the male and female part of the establishment, and shall see every sick patient at least twice a-week, and at such other times as occasion may require; and every other patient at least once a-week.

61. They shall have access to every patient and to every part of the Asylum; but, whilst going through the female wards, they shall be attended by the Matron or a female attendant.

62. They shall consult and advise with the Resident Medical Officer, relative to the treatment, diet, and general management of the patients; and having decided thereon, they shall make proper entries thereof in a Journal to be kept for that purpose.

63. They shall attend the Quarterly Meetings of the Committee of Visitors: if required by the Visitors.

64. When they consider restraint necessary, they shall enter the same in their Journals; and when they think a more generous diet necessary, they will order it, and it must be supplied by way of prescription.

65. Every officer and servant, belonging to the Institution, is required to pay particular attention to the orders of the Physicians.

66. To prevent misunderstanding, the Physicians are requested to give their orders, as much as possible, in writing.

67. They shall enter in their Journals, to be kept for that purpose, the day and hour of their visits; a short statement or note of every case they attend ; their prescriptions, diet, and management.

68. They shall also insert, in such Journal, the name of every patient whom they would recommend to be discharged as cured. They shall also (together with the Resident Medical Officer or Director) sign every certificate for discharge, on perfect recovery of a patient, to be laid before the Board or three Visitors, as hereafter mentioned.

69. They shall also enter in the Visitors' book, or otherwise report to the Board of Visitors, any suggestions, remarks or complaints, which they may see occasion to make, relative to the management of the Institution, or the conduct of any of its officers, servants, or patients.

VISITING SURGEONS.

70. There shall be two Visiting Surgeons, who shall each visit the Asylum once a-week, and oftener if any surgical case requires their attendance.

71. They shall keep a Journal, in which they shall enter the date of their visits, and also a report of the cases they are attending.

72. They may at any time request a consultation with each other and with the Visiting Physicians, if they deem it necessary.

HOUSE SURGEON AND APOTHECARY.

73. He shall be a Member of the Royal College of Surgeons of London, Edinburgh or Dublin, and a Licenciate of the Apothecaries' Company, and shall reside in the Asylum, having apartments, board and attendance provided for him.

74. He shall be under the immediate control of the Director ; and shall not leave the Asylum when the Director is absent, nor at any time without his consent.

75. He shall give the whole of his time to the business of the Institution ; and in the temporary absence of the Director, where no substitute has been appointed (*see Rule 28*), shall be the responsible manager for the male part of the Institution.

76. He shall have charge of the Dispensary, compound the medicines, and see that they are delivered to the ward attendants. He shall have the care of the surgical instruments and medical journals, and shall, if required, attend the medical officers round the wards, and take notes of any case, if requested to do so.

77. He shall, in the absence of the Director, prescribe for any case not requiring the attendance of the Visiting Physician.

78. Should he misconduct himself, the Director has the power of suspending him; but in doing so, he will take the earliest opportunity of communicating such circumstance to one or more of the Visitors, and receive directions thereon.

79. Should he have any complaint against the Director or any of the officers of the Institution, he shall report the same to the Visitors at their first meeting.

CHAPLAIN.

8 & 9 Vic., c. 126,
s. 42.

80. The Chaplain shall be a clergyman of the Church of England, in priest's orders, and shall be licensed by the Bishop of the Diocese. He shall devote the whole of his time to the duties of his office, and hold no other engagement.

81. He shall never absent himself from his duties on any Sunday, or for more than one day during a week, without leave of two Visitors, and on providing some other clergyman, to be approved of by such Visitors, to supply his place.

82. He shall perform the morning and afternoon service, in the Chapel of the Asylum, according to the rites of the Church of England, every Sunday, Christmas Day, and Good Friday; and shall also read prayers in the Chapel, every morning at eight o'clock, to the officers and servants of the Institution, and to such patients as he and the Director or Matron may deem it advisable.

83. He shall administer the Holy Sacrament to such of the officers and servants as may be desirous of receiving the same, at least four times a-year, and to such of the patients as he may think advisable, with the like approbation of the Director or Matron.

84. He shall have access at all times to every part of the Asylum, and to every patient; but, whilst going through the female wards, he shall be attended by the Matron or a female attendant; and he shall not converse with such of them as the Director or Matron shall consider not likely to be benefited by his attendance.

85. He shall also, with the like assent of the Director or Matron, select the books or other publications which may be read by the patients, and shall take charge of the library.

86. He shall keep a Journal, in which shall be entered the result of his attendance on the sick and other patients, which shall be laid before the Visitors, at their meetings, and such Journal shall be the property of the Institution.

87. He shall present a report to the annual Meeting, stating the result of his attendance on the patients.

88. Patients who are not of the Established Church, may be attended by the ministers of their own denomination, with the leave of the Director or Matron, or of two Visitors.

CLERK TO THE VISITORS.

89. The Clerk to the Visitors shall perform all the duties of that office pointed out by the Statute. He shall give such notices and summonses for Meetings of the Visitors as are specified in the said Act or by these Rules, and shall attend such Meetings; prepare a paper, for the Chairman, of the routine of business to be transacted thereat; enter minutes of the proceedings and orders in a book kept for that purpose, and which he shall procure the Chairman to sign. He shall conduct such correspondence, and prepare such securities, contracts, advertisements and reports, and generally execute all matters usually connected with his appointment, as the Visitors may from time to time require.

CLERK AND STEWARD.

90. The Clerk of the Asylum shall also act as Steward, and shall perform all the duties of both those offices.

91. He shall take care of all the books and papers (except the medical books), and of all the stores; and shall be responsible for the quantity, quality, and safe keeping, of all articles received.

92. He shall take stock once a-quarter, and keep quarterly accounts of all monies received from, and paid to, the Treasurer, and also of all goods ordered and payments made for the same, in such form as the Committee of Visitors shall direct.

93. He shall distinguish the building account from the maintenance account, and the accounts of the county from those of the unions and parishes ; and shall lay an abstract of the accounts before the Visitors at the Quarterly Meetings, shewing the monies received and paid, and the unions and parishes in arrear.

94. He shall be in attendance upon his duties at the Asylum every morning, at seven o'clock in summer, and at a quarter past seven in winter.

95. He shall examine and take care that all stores contracted for agree with the tenders ; and shall weigh all stores, checking the tradesmen's invoices by his order book. He shall also examine and file all tradesmen's accounts, checking them in like manner by his order book.

96. He shall have the charge of the store-room and linen-room, and shall have the custody of, and be responsible for, all articles of domestic consumption therein.

97. He shall, every Monday morning, give the Director and Matron a list of all articles, required for the store-room or linen-room, and afterwards copy the same into his general order book.

98. He shall deliver to the Housekeeper all written orders of the Director and Medical Officers, for extra diet to the sick.

99. He shall deliver out the beer, to the attendants and servants, according to the stated allowance for each patient and servant, and the wine allowed to sick patients.

100. He shall keep an inventory of all the household goods, fixtures, farming implements, and of all other effects of the Asylum ; and shall report, to the Director, any buildings or works out of repair.

101. Upon the discovery of any disorder, negligence, or mismanagement in the Asylum, he shall acquaint the Director forthwith, who shall report the same to the Visitors.

102. He shall keep the following books and accounts, under the control of the Director, viz :—1st, *A general order book*, in which shall be entered every article of consumption required for the use of the establishment, to be used as a check on the tradesmen's accounts. 2nd, *A general ledger*, arranged alphabetically, under the different heads of expenditure, containing also a yearly balance sheet, and general statement of the total expenditure of the establishment. 3rd, *farm book* and *garden book*, which shall contain an account of the stock and produce consumed by the Institution, as well as that sold, crediting the account at the current market prices of such stock and produce so used. This book shall also contain an account and valuation, made up annually, of all the farm and live stock, and implements, belonging to the establishment. 4th, *A general cash book*. 5th, *The patients' ledger*, containing a debtor and creditor account with each patient, and the Township or Riding, which is to be posted up quarterly. 6th, *A book for applications for admission of patients*. 7th, *The servants' book*, containing entries of the time of hiring, discharge, or suspension, and cause thereof, and amount of wages of every servant of the establishment.

103. He shall keep inventories of the official books, medical instruments, household goods, furniture, fixtures, and other property of the Institution. Inventories.

OFFICERS AND SERVANTS.

104. No officer of the Institution shall be appointed or dismissed unless at a Quarterly or General Special Board, of which intended appointment or dismissal notice shall be given to every Visitor; and in all cases of appointment of officers, notice shall also be given in two or more of the West-Riding newspapers, at least one month before the meeting. Appointment and Dismissal.

105. The salaries of all the officers, and wages of all the servants, shall be fixed by the Visitors. Salaries and Wages.

106. The salaries of the officers shall be paid quarterly, and they shall be entitled to three months' notice of dismissal, unless for misconduct or breach of rules. The wages of the servants shall be paid monthly, and they shall be hired on the usual terms of [a month's warning or month's wages.

107. No perquisites or advantages whatsoever shall be allowed, either directly or indirectly, to any officer or servant of the Asylum; and if any officer or servant shall give or receive any perquisite, reward, or present, directly or indirectly, to or from any tradesman or workman, or to or from any patient or friend of any patient or other person, or shall sell to, purchase from, or exchange with any patient, any clothing, food, liquors, Perquisites.

drugs, or other article whatsoever, such officer or servant shall be dismissed ; and any tradesman or workman giving such reward, shall be incapable in future of serving the Asylum. This rule to be printed and hung up in different parts of the Asylum.

SERVANTS AND WARD ATTENDANTS.

108. The Assistant Matron or housekeeper, the cook, the housemaid, laundry maid, brewer and baker, the farmer, gardener, engine-man, and gate-porter, shall do such duties relating to their respective places as shall be appointed them by the orders of the Visitors, or of that officer or head servant of the establishment, under whose immediate control they are.

109. The ward attendants and servants shall also observe and be bound by the various Rules and Regulations made respecting them from time to time, a copy of which shall be furnished to each of them on entering the establishment. (*See Rule 42.*)

110. All the ward attendants shall wear plain blue clothes with black velvet collars, to be provided at the expense of the Institution ; and all male patients to whom any authority is given, shall have black velvet collars to their dress, as a mark of their authority.

111. Any man servant found in the wards, rooms, or galleries belonging to the women's apartments, unless he can give a satisfactory reason for his being there, to the Director or Matron, shall be dismissed from his situation.

GENERAL MANAGEMENT.

112. All works to be performed, or goods to be supplied, for the Asylum, shall, as far as possible, be done or procured by public tender, and on the delivery of any goods, the contractor shall take or send a book, containing the quantity and charge of such goods: this book to be kept as a voucher for the contractor's bills.

113. The male and female patients shall be kept in separate wards, and no male attendant, servant or patient shall be allowed to enter the female wards, nor any female to enter the male wards.

114. The convalescent and quiet patients shall be, in general, separated from those who are refractory, noisy or dangerous; and the clean shall be at all times separated from the dirty patients.

115. During the day, the patients of both sexes shall be employed, as much as practicable, out of doors—the men in gardening and husbandry—the women in occupations suited to their sex and ability: and, as a principle in treatment, endeavours shall be continually used to occupy the minds of the patients, to induce them to take exercise in the open air, and to promote cheerfulness and happiness amongst them.

116. Workshops and tools shall be provided, and artizans and others shall be encouraged to follow their particular callings, and to learn shoemaking, tailoring, and other common and useful trades; and needle-work, straw-work, and other suitable employments shall

be provided for the women ; and they shall be rewarded by such indulgences as the Director and Matron may deem compatible with their welfare.

117. An ample supply of books and cheap publications of a cheerful nature, (in addition to bibles and prayer-books), shall be provided, and kept up in case of destruction ; and various means of amusement shall be placed at the disposal of the patients of both sexes, and they shall be encouraged to have frequent recourse thereto.

118. The airing-grounds, into which the several wards open, shall be accessible to the patients for at least three hours in the morning, and three hours in the afternoon, of every day, when the weather is favourable.

119. One attendant shall sleep in or adjoining, and so as to overlook, every dormitory ; and he shall either have a light burning throughout the night, or the means of immediately obtaining a light.

120. No dormitory for male patients, (excepting rooms for single patients), shall contain less than three beds : a space of at least two feet and six inches shall be between the beds ; and all the male patients shall sleep in single beds.

121. No patient shall be struck, or kept in perpetual restraint or seclusion ; and no patient shall be restrained or secluded at any time, except by medical authority, or kept in restraint or seclusion longer than is absolutely necessary.

122. All the attendants shall be instructed to treat their patients kindly and indulgently, and never to strike or speak harshly to them ; and they shall be responsible for the safety, cleanliness and general condition of the patients, and for the ventilation, proper warmth, and good order of their respective wards.

123. The officers of any township, having lunatic paupers whom they wish to be admitted into the Asylum, shall in the first place enquire whether there be any vacancy, and they shall be informed if the patient can be admitted, and on what day, and shall receive a form of the necessary Certificate, Warrant, and Order, and a list of the questions to be answered by them, and by the Medical Attendant ; all such applications being entered in a book kept for that purpose, in regular rotation.

Admission of Patients.

124. The Director shall from time to time divide the patients into as many classes, with reference to their state of insanity, as the accommodation at the Asylum will permit of, and such classification shall be submitted to every General or Quarterly Board.

125. The male and female patients shall not be allowed to associate with each other.

126. On the admission of the patient, after having been washed, he or she shall be clothed in the Asylum dress.

Clothing.

127. The clothing of the patients shall be kept decent and strictly clean, and in good repair. Their linen and stockings shall be changed once a-week, and oftener if necessary. The personal cleanliness of the patients shall

be carefully attended to ; they shall have the use of the warm bath at their entrance if proper, and at other times when necessary ; they shall be washed once a-week ; the male patients shall be shaved twice a week, and their hair cut once a-month. Days for the above objects shall be fixed.

128. No stranger or other person shall give to, or leave for any patient, any money, drink, or article of food, or drug, without leave of the Director.

Exercise.

129. Patients may occasionally take exercise beyond the bounds of the Asylum, and may be allowed, (with the consent of the Director or Matron) to pay visits in the neighbourhood, when accompanied by a suitable attendant.

130. Patients shall not have any claim to remuneration for work done, nor shall they in any case be employed for the profit or benefit of any officer or person connected with the establishment, unless with the consent of the Matron.

131. In case of escape, immediate notice shall be given to the Director, and to the Overseers of the township, and the friends of the patient, if their address be known—that means may be immediately taken for the recovery of such patient.

132. If any patient escape through the negligence of an officer, attendant, servant or porter, the expense of retaking such patient shall be defrayed in the whole or in part, at the discretion of the Board of Visitors, by the person to whom blame may attach.

133. No male officer, servant or attendant, or other person visiting the Asylum, shall go into the female wards, unless accompanied by the Matron, or a female attendant.

134. The instruments of restraint shall be hung up and numbered, so that the nature of such instruments, their state of repair and cleanliness, and also the number actually applied or in the keeping of the attendants for any emergency, may appear; and no new instrument shall be procured without the order of the Board.

Coercion

135. No attendant, on pain of dismissal, shall strike any patient, nor apply any force, restraint, or privation, without the Director's or House Surgeon's order, except on emergency, when he shall immediately inform the Director.

136. The Lord's Day, Christmas Day, and Good Friday, shall be strictly observed by the establishment and patients of this Asylum, and shall be distinguished to all the patients, whether capable of joining in religious exercises or not, by peculiar attention to their dress and diet.

Religious Observances.

137. The Overseers of the Poor, or any parochial medical officer, shall at all reasonable times, be admitted to see patients belonging to their townships: the relations or friends of patients shall be permitted to see them between the hours of eleven and twelve in the forenoon of every day except Sunday, unless the state of the patient renders such visit injurious. If the Director shall refuse to permit any such person to see a patient, he shall enter it in his Journal, with the reasons for his refusal.

138. No visitant shall be left alone with a patient of the other sex.

Visitors. 139. Justices of the Riding may at all times inspect every part of the Asylum, gardens and grounds. And all other persons of respectability, and of suitable age, may be allowed, with the written authority of one of the Visitors, or one of the Commissioners of Lunacy, or with the consent of the Director, to visit any part of the Asylum and grounds at all reasonable times.

Strangers' Book. A Strangers' visiting-book shall be provided, in which the names and address of such persons shall be entered, and they shall be requested to write in such book any observations that may occur to them.

140. The state of all patients at the time of their discharge shall be certified in the register book by the Physician, and entered on the minutes.

Deaths. 141. In all cases of sudden, accidental, or violent death, occurring to patients, the Director shall immediately give notice to the Chairman of the Board, and also to the Coroner of the District.

142. On the death of a patient, notice shall be immediately given by the Clerk to the Parish Officers, and also to one of the nearest relations of the deceased, (if his address be known), and the body delivered to them, if requested; but if the body shall not be removed on the fourth day after death, it shall be buried under the directions of the Superintendent. Should the resident Medical Officer consider earlier interment to be necessary, the latter part of this rule is to be dispensed with.

143. No patient shall pass beyond the grounds of the Asylum, until discharged by due authority ; unless the temporary absence of such patient be permitted under the power contained in the 71st section of the Act 8 and 9 Vic., c. 126 ; or unless the Resident Medical Officer shall give express directions for that purpose.

144. The expense of every funeral not exceeding a sum to be fixed by the Board, shall be charged to the township or riding where liable.

Funerals.

